

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Payroll Officers
All State Agencies

DATE: August 26, 2009

FROM: Louise M. Anderson
Associate Controller - Operations

SUBJECT: Payroll Sign-Off For PP#5 Ending 8/29/09 and Special Coding For
Shut Down Days
CPO 10-02

To ensure the timely processing of payrolls, you are required to "sign off" on all payrolls **no later than 12:00 pm on Monday, August 31, 2009.**

Payroll accounts can be transmitted on Friday, August 28, 2009 for agencies that have few exceptions.

Shut down days will be pre-populated "SL" for all employees except non-classified members at the colleges; hours for part-time employees will be pro-rated. If an employee works the shut down day, this code will need to be removed.

The cooperation of each department and agency to adhere to the above would be greatly appreciated.